



## Trade Adjustment Assistance Programs

For information about how  
DWD can serve you or your business,  
visit the nearest WorkOne Center or visit

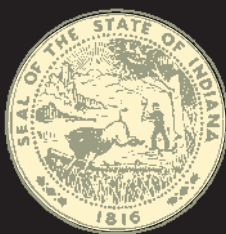
**[www.workforce.IN.gov](http://www.workforce.IN.gov)**

### General Information

**1-888-WORKONE**

**(317)-232-7560**

(TDD)



### Department of Workforce Development

Joseph E. Kernan, Governor  
Alan D. Degner, Commissioner  
10 North Senate Avenue  
Indianapolis, IN 46204-2277

Getting back  
to work after a  
trade-related layoff.

# WorkOne

This is an equal opportunity program.

Auxiliary aids and services are available upon request to people with disabilities.  
For information, contact the EEO at 1-317-232-0603 or 1-317-234-3535 (TDD).

## **Trade Adjustment Assistance (TAA) and Alternative Trade Adjustment Assistance (ATAA) Services and Benefits**

The Trade Act programs, Trade Adjustment Assistance (TAA) and Alternative Trade Adjustment Assistance (ATAA), assist individuals who have become unemployed as a result of increased imports from, or shifts in production to, foreign countries. The goal of the Trade Act programs is to help trade-affected workers return to suitable employment as quickly as possible. To facilitate this goal, TAA certified workers may access a menu of services that include income support, relocation allowances, job search allowances, and a health coverage tax credit. TAA participants that require retraining in order to obtain suitable employment may receive occupational training. In addition, the ATAA program for older workers provides an alternative to the benefits offered under the regular TAA program. Participation in ATAA allows older workers, for whom retraining may not be suitable, to accept reemployment at a lower wage and receive a wage subsidy.

### **Establishing Group Eligibility for Workers Whose Jobs May be Affected**

To obtain TAA or ATAA services and benefits, a group of workers must first file a petition with the U.S. Department of Labor's Division of Trade Adjustment Assistance (DTAA) requesting certification as workers adversely affected by foreign trade. If certified, each worker in the group may then apply separately for individual services and benefits through their local WorkOne Center. Workers age 50 and older who are certified as eligible to apply for both TAA and ATAA may choose whether to participate in the TAA program or the ATAA program, but may not participate in both.

A petition may be filed by a group of three or more workers, by a company official, or by a union or other duly authorized representative of such workers. The workers on whose behalf a petition is filed must be, or have been, employed at the firm or subdivision

identified in the petition. Once signed, petitions must be filed with the DTAA and the State TAA Coordinator relevant to the worker group's plant location. Note that the TAA petition form includes a question that allows workers to apply for ATAA.

A completed petition describes a group of workers working at a specific location, for a specific company, producing a specific product or group of products. If the group of workers described in the petition is certified, the certification will cover all workers in the group, whether or not their names are on the petition.

Detailed assistance on completing a petition can be found on the U.S. Department of Labor's web site at [www.doleta.gov/tradeact](http://www.doleta.gov/tradeact) or at any Indiana WorkOne Center.

### Accessing TAA and ATAA Services and Benefits

Applications for the Trade Act Programs have two distinct phases: (1) group eligibility – determinations by the U.S. Department of Labor's Division of Trade Adjustment Assistance (DTAA), and (2) individual eligibility – each worker in the certified group may apply for individual services and benefits through their local WorkOne Center. Determinations for individual eligibility for TAA and ATAA services and benefits will be provided.

### TAA Program Services and Benefits

TAA program benefits and services are provided to help eligible workers get back to work. Certified workers who apply for TAA services and benefits may be eligible for the following:

**Re-employment Services** - offer workers assistance in finding a new job. Many TAA-eligible workers will be able to return to employment through a combination of these services. For individuals who require retraining, these services will help identify appropriate training programs, and help them obtain re-employment at the conclusion of the training program. To ensure workers are

referred to appropriate job openings and placed in jobs that utilize their highest skills, the following services are generally provided through WorkOne Centers:

- Employment counseling
- Resume writing and Interview skills workshops
- Career assessment
- Job development
- Job search programs
- Job referrals

**Job Search Allowances** - may be payable to cover expenses incurred in seeking employment outside a certified worker's normal commuting area, if a suitable job is not available in the area. Job search allowances reimburse 90% of the total costs of allowable travel and subsistence, up to a total of \$1,250.

#### *Important Deadlines:*

- An application for a job search allowance must be submitted before a job search begins. Applications may be submitted prior to certification, but will only be approved if the worker group is certified.
- An application for a job search allowance must be submitted before the 365th day after the layoff or certification, whichever is later, or 182 days after the conclusion of training.

**Relocation Allowances** - may reimburse approved expenses when certified workers must move to a new area of employment outside their normal commuting area. Relocation allowances may include:

- 90% of the reasonable and necessary expenses of moving workers who have secured employment outside of their normal commuting area, their families and their household goods. The amount will be reduced if the worker is entitled to reimbursement from other sources.
- A lump sum payment equal to three times the worker's average weekly wage (but no more than \$1,250) to help them get settled.

### *Important Deadlines:*

- Requests for relocation allowances must be submitted before the relocation begins. Applications may be submitted prior to certification, but will only be approved if the worker group is certified.
- An application for a relocation allowance must be submitted before the 425th day after the layoff or certification, whichever is later, or 182 days after the conclusion of training.

**Training** - Certified workers who do not have the skills to secure suitable employment in the existing labor market may be eligible for training. Training is targeted to a specific occupation and provided to help certified workers secure employment at a skill level similar to or higher than their layoff employment, and sustain that employment at the best wage available. Based on the individual's existing skills and labor market conditions, training will be of the shortest duration necessary to return the individual to employment, with a maximum duration of 104 weeks. Individuals who require remedial education in order to complete occupational training may be eligible for an additional 26 weeks of training.

Training must be full time and may include:

1. classroom training;
2. on the-job training;
3. customized training designed to meet the needs of a specific employer or group of employers;
4. basic or remedial education, which may include training in literacy or English as a second language.

In order for an individual to receive training, six approval criteria must be met.

1. There is no suitable employment for the worker.
2. The worker would benefit from appropriate training.
3. There is a reasonable expectation of employment following training.
4. Training must be reasonably available to the worker.

5. The worker is qualified to obtain and complete the training, including having adequate financial resources available to complete the training when income support is exhausted.
6. The training is suitable and available at a reasonable cost.

**Income Support** - Trade Readjustment Allowance (TRA) is available to provide income support to individuals while they are participating in full time training. Under certain circumstances Basic TRA may be available to certified workers for whom training is not feasible or appropriate. To qualify for TRA you must:

- Be covered by a certification.
- Have a qualifying separation from adversely affected employment.
- **Be enrolled in training or waived from training within 8 weeks of certification or 16 weeks of the most recent qualifying separation.**
- Be laid off on or after the impact date and before the ending date of the certification.
- Have worked for at least 26 of the last 52 weeks in adversely affected employment at wages of \$30 or more per week (some weeks of non-work for specified reasons may be counted).
- Be enrolled in or have completed an approved training program, unless the training requirement is waived by the Indiana Department of Workforce Development.
- If not enrolled in approved training, meet the same weekly work test applicable to claimants for extended unemployment insurance benefits including actively seeking, applying for and accepting work within your capabilities.

TRA benefits are defined in two (2) categories: Basic TRA and Additional TRA. Each category has its own set of eligibility requirements.

- Basic TRA is payable if the worker is enrolled or participating in TAA training, has completed such training, or has obtained a waiver of such training requirement.
- Additional TRA is payable only if the worker is participating in TAA approved training.

In general, certified workers may be eligible for 104 weeks of income support, usually broken out as follows:

- Normally 26 weeks of state unemployment insurance (UI) compensation,
- Followed by 26 weeks of basic TRA, and
- Up to 52 weeks of additional TRA to assist the worker in completing a TAA training program.

*Exception:*

Certified workers who must undergo remedial education as a part of his/her training plan may be eligible for up to 26 weeks additional weeks of additional TRA for any weeks the individual must undergo remedial education. The worker is eligible for one week of these 26 weeks for each week that the worker's participation in remedial education extends their training program.

*Important Deadlines:*

- To receive TRA within 8 weeks of certification or 16 weeks of the most recent qualifying separation, workers must be enrolled in approved training or have a valid waiver.
- In order to qualify for additional TRA, an individual must have submitted a bona fide application for training within 210 days of their layoff or of the certification.

*If you do not qualify for TRA, you may still be eligible for re-employment services, job search and relocation allowances and training.*

**Health Coverage Tax Credit (HCTC)** - Workers who are eligible to receive income support under the TAA program may be eligible to receive tax credits for 65% of the monthly health insurance premium they pay. Qualifying insurance coverage includes COBRA, continuing individual coverage or other state-qualified plans. For detailed information on HCTC, and a list of state-qualified health plans, visit the Internal Revenue Service web site at **[www.irs.gov](http://www.irs.gov)**.

**Training Waivers Under TAA** - Under certain circumstances, eligible workers may be waived from participating in training and still receive Basic TRA. One of the following conditions must exist for training to be determined not feasible or appropriate and thus, waived:

- Worker will be recalled reasonably soon;
- The worker has marketable skills for suitable employment and a reasonable expectation of employment in the foreseeable future;
- The worker is within two years of eligibility for a pension or social security;
- The worker is unable to participate in or complete training due to the health of the worker;
- Immediate enrollment is not available; or
- No training program is available.

*Notes:*

- Waivers are reviewed every 28 days.
- Additional TRA is not payable during waiver status (the worker must be in training).

**Alternative Trade Adjustment Assistance (ATAA) Program Benefits**

Alternative Trade Adjustment Assistance (ATAA) program benefits are provided to workers age 50 or older as an alternative to the benefits offered under the regular TAA program. The TAA petition decision from U.S. DOL must include certification for ATAA. Participation in ATAA allows older workers, for whom retraining may not be appropriate, to accept reemployment at a lower wage and receive a wage subsidy. Certified workers who apply for ATAA may be eligible for re-employment services and relocation allowance as described above, as well as a wage subsidy and HCTC.

**Wage Subsidy** - Eligible workers age 50 or older who obtain new, full-time employment at wages of less than \$50,000 within 26 weeks of their separation may receive a wage subsidy of 50% of the difference between the old and new wages, up to \$10,000 paid over a period of up to two years.

*Note:*

Adversely affected workers certified under both TAA and ATAA may choose which program they participate in. However, a worker who selects ATAA and receives a wage subsidy under the ATAA program may not receive TRA, job search or training benefits under the TAA program.

*Important Deadline:*

- To qualify for ATAA a worker must obtain qualifying reemployment within 26 weeks of layoff. This remains true even if the certification is not issued until after the 26 weeks have passed.

**Health Coverage Tax Credit (HCTC)** - Workers who are receiving the wage subsidy under the ATAA program may be eligible to receive tax credits for 65% of the monthly health insurance premium they pay. Qualifying insurance coverage includes COBRA, continuing individual coverage or other state-qualified plans. For detailed information on HCTC, and a list of state-qualified health plans, visit the Internal Revenue Service web site at [www.irs.gov](http://www.irs.gov).

## **Appeal Rights for Services and Benefits**

All TAA and ATAA services and benefits have different deadlines and individual eligibility criteria. Certified workers must meet the criteria under each benefit to receive that benefit. If certified workers are dissatisfied with the determinations of their individual applications for benefits, they have the same appeal rights as those provided under their state UI law. The determination notice that certified workers receive after filing their applications for each benefit will explain their appeal rights and time limits for filing appeals.

## **Other Training Opportunities and Reemployment Services**

Workers who do not qualify for TAA reemployment services and benefits may be eligible for services under the WIA Dislocated Worker program ([www.doleta.gov/layoff](http://www.doleta.gov/layoff)), or other programs which may be accessible through a local WorkOne Center. Workers can find the WorkOne Center

closest to them by calling 1-888-WORKONE.

## **Important Web sites:**

General information about TAA and ATAA  
[www.doleta.gov/tradeact](http://www.doleta.gov/tradeact)

For petition information  
[www.doleta.gov/tradeact/petitions](http://www.doleta.gov/tradeact/petitions)

Benefits for TAA eligible farmers & fishermen  
[www.usda.gov](http://www.usda.gov)

Indiana Department of Workforce Development  
[www.workforce.IN.gov](http://www.workforce.IN.gov)

For HCTC information  
[www.irs.gov](http://www.irs.gov) (keyword HCTC)

For HCTC State Qualified Plans  
[WWW.irs.gov](http://WWW.irs.gov) (keyword HCTC)